

## REZONING APPLICATION

### DURHAM CITY-COUNTY PLANNING DEPARTMENT

**For Office Use:**

Presub Conf: (date) \_\_\_\_\_

SAP Amend? (yes/no) \_\_\_\_\_

ZC Action: \_\_\_\_\_

DCC Action: \_\_\_\_\_

BOCC Action: \_\_\_\_\_

Other Action: \_\_\_\_\_

**Case P**

Submitted: \_\_\_\_\_

PC Mtg: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**For Applicant Use:**

- **A pre-submittal conference is required.**
- **Submittals inconsistent with applicable adopted land use plan must also file a plan amendment request.** Planning Commission consideration of that plan amendment is required before this rezoning can be scheduled for Zoning Committee consideration.

Each item on this submittal checklist is to be initialed by the Applicant, or his/her Agent, indicating that:

- The item is part of the submittal package;
- The item is complete; and
- The item is accurate.

**Submittals not initialed, or otherwise incomplete or inaccurate, will not be accepted. An automatic one-month delay shall be applied to any request subsequently found insufficient in meeting the submittal requirements or not in compliance with ordinance design criteria.**

Application Item	Initialing by Applicant/Agent	Staff Acceptance (Tentative)
Application, completed, signed; 3 copies		
Filing Fee		
Mailing list for Notices to Neighborhood Organizations (1000') (2 copies)		

Mailing list for Site Tenants (City only, 2 copies)		
Labels, 2 sets, for each listing above		
Copy of notice letters sent to Neighborhood Organizations		
GIS Mapping of Site, at readable scale		
Boundary Map of Area to be Rezoned		
Ordinance with Legal Description of Area to be Rezoned		
(D) Cases: 10 full size (D) plan prints		
(D) Cases: 1 legible 11" x 17" reduction of (D) plan		
(D) Cases: Owner's signatures either on application or on individual owner's acknowledgement forms, for each lot and owner		
(D) Cases: Storm Water Analysis, or memo from City or County Storm Water Management (3 copies)		
(D) Cases: Traffic Impact Analysis, or memo from Transportation (3 copies)		
(D) Cases: Building Design Guidelines (Not applicable to detached single-family requests) (2 copies)		
If annexation is involved, it must be filed not later than the zoning submittal deadline for the case. Provide copy of annexation request transmittal.		
If land use plan amendment is involved, it must be filed not less than 45 days before the Planning Commission meeting. When that coincides with a rezoning submittal deadline, it must be filed with the rezoning request. Is such amendment necessary?		

## Request

Present Zoning of Property: \_\_\_\_\_

Adopted Small Area Plan \_\_\_\_\_ (name of plan) supports

\_\_\_\_\_ use category for site.

2020 Comprehensive Plan supports \_\_\_\_\_ intensity category for site.

**Proposed Zoning:** \_\_\_\_\_

Summarize Proposed Development (Number and type of residential units, square footage in residential buildings, types of uses, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any Applicable (Existing) Overlay Zoning: \_\_\_\_\_

### **Property Location**

Within: City \_\_\_\_\_ County zoning jurisdiction \_\_\_\_\_ Both zoning jurisdictions \_\_\_\_\_

PIN (Property Identification Numbers): \_\_\_\_\_

\_\_\_\_\_  
Tax Map/Block/Lot Info: \_\_\_\_\_

Street Address(es) or Street Frontages: \_\_\_\_\_

Acreage in Rezoning: \_\_\_\_\_

Neighborhoods within 1000': \_\_\_\_\_

### **Contacts**

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Signature** \_\_\_\_\_

**Agent, if Any:** \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Development Plan prepared by: \_\_\_\_\_

Contact: \_\_\_\_\_

Storm Water Study prepared by: \_\_\_\_\_

Contact: \_\_\_\_\_

Traffic Impact Analysis done by: \_\_\_\_\_

Contact: \_\_\_\_\_

Resource Features Analysis done by: \_\_\_\_\_

Contact: \_\_\_\_\_

Building Design Guidelines done by \_\_\_\_\_

Contact: \_\_\_\_\_

Related Annexation Case Number: \_\_\_\_\_

Related Initial Zoning Case Number: \_\_\_\_\_

Related Plan Amendment Number: \_\_\_\_\_